

# INFORMATION NOTICE

## WORKFORCE SERVICES

Number: WSIN08-14

Date: September 16, 2008

Expiration Date: 10/16/10

50:97:pc:11974

TO: WORKFORCE DEVELOPMENT COMMUNITY

SUBJECT: FORM TO REQUEST A CHANGE TO PREVIOUSLY SUBMITTED DATA

This information notice publishes the "Request for Correction to Previously Submitted Data" form. Subgrantees must use this form to request a change to the Workforce Investment Act (WIA) data that is locked after a participant exits the Job Training Automation (JTA) system.

In an effort to maintain data integrity, subgrantees must submit the attached form and receive subsequent approval from the Data Analysis Unit (DAU) before they delete or change locked data. The form must be completed, then faxed or mailed using the contact information provided in the upper left hand corner. Upon receipt of the form, DAU staff will review the request and analyze the overall impact of the proposed change, especially with respect to WIA performance outcomes. Each request will be considered on a case-by-case basis depending on the detailed reasons provided along with any supporting documentation submitted. If the request is approved, the form will be forwarded to the Information Technology (IT) Customer Services Unit. The IT Customer Services Unit will then contact the Management Information Systems administrator (or designated staff) to coordinate what is necessary to make the approved changes. If the request is not approved, DAU staff will notify the appropriate contact person and explain the reasons for denial.

Subgrantees, their providers, and contractors are encouraged to be cognizant of the various grant codes, activity codes, and subsequent exit codes entered into the JTA system. In addition, it is advisable to be especially vigilant in recording accurate completion date of participants' activities to avoid imprecise "soft exits" that may occur.

Please share this information notice with your local area reporting staff. Questions regarding the approval process may be directed to Monica Mendoza, DAU, at (916) 654-8287. The JTA process questions may be addressed to the JTA Help Desk at (916) 653-0202.

/S/BILL BURKE  
Assistant Deputy Director  
Workforce Services Branch

BOB HERMSMEIER  
Chief  
Workforce Services Division

Attachment

TO: Data Analysis Unit  
Workforce Services Division  
FAX: (916) 654-9657  
MAIL: P.O. Box 826880, MIC 50  
Sacramento, CA 94280-0001

## REQUEST FOR CORRECTION TO PREVIOUSLY SUBMITTED DATA

DATE OF REQUEST: \_\_\_\_\_

NAME OF LWIA/SUBGRANTEE: \_\_\_\_\_

NAME OF REQUESTOR: \_\_\_\_\_

EMAIL ADDRESS OF REQUESTOR: \_\_\_\_\_

PHONE NUMBER OF REQUESTOR: \_\_\_\_\_

DETAILED REASON FOR REQUESTED CORRECTION:

(Provide case number, application number, what needs to be corrected, reason for correction, and documentation, below or on an attachment—**do not send SSN**)

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Authorized Signature of Requestor \_\_\_\_\_

Date \_\_\_\_\_

FOR WORKFORCE INVESTMENT DIVISION USE ONLY:	
DAU Approval by: _____	DAU Denial by: _____
Date: _____	Date: _____
IT Analyst Assigned: _____	
Date notified requestor: _____	

[Form in MS Word](#)